

## Task Code 004 and 107 - PROJECT MANAGEMENT and APPLICANT CONTACT

### PURPOSE

To track general project management work that occurs outside of other project tasks such as scoping or iteration review. The Project Manager completes all general project management work that occurs (outside of a separately assigned task) under the 004 and 107 tasks. Most Planning Manager involvement and review on a project is charged to the 107 task. The 004 and 107 tasks may include:

#### Project Manager:

- Receive and respond to telephone calls from the applicant and the applicant's consultants and/or engineer
- Receive and respond to telephone calls from the public
- Receive and respond to email communication from the applicant, project consultants and/or the public
- Respond to comments/inquiries from Senior County Management
- Review account status and request additional funds as needed
- Respond to requests for due date extensions from the applicant
- Prepare responses to written correspondence from the public and outside agencies
- Prepare for and attend **internal** briefings and meetings to address project issues, document meeting notes, and conduct meeting follow up as needed
- Coordinate with other County Departments, Specialists, and other Agencies as necessary
- Conduct research on project issues

#### Planning Manager:

- Review correspondence and project documentation prepared by the Project Manager including but not limited to scoping letters, iteration letters, CEQA documents and hearing reports
- Provide comments and direction on written project documentation
- Attend project related meetings
- Provide direction to the Project Manager on project issues
- Attend briefings where project issues are discussed
- Attend project hearings